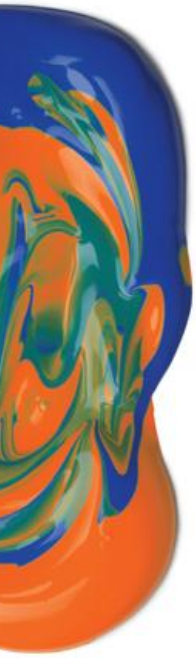


AC/E
ACCIÓN CULTURAL
ESPAÑOLA

PICE
Programa para la
Internacionalización
de la Cultura Española

USER MANUAL

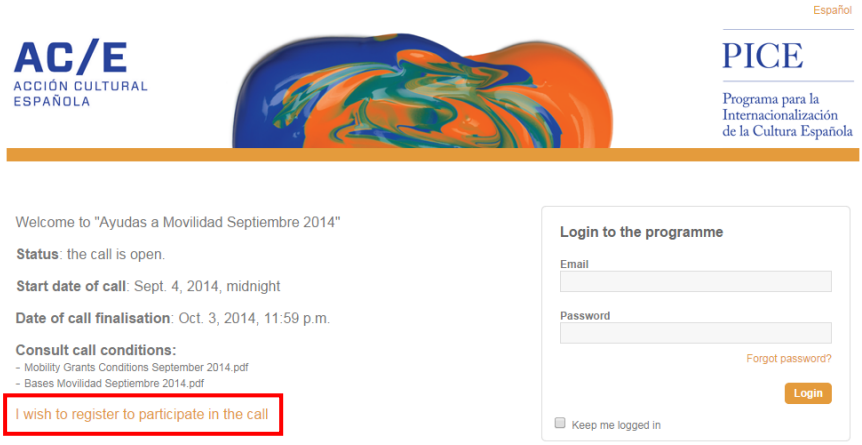
DIGITAL APPLICATION FORM

MOBILITY AID

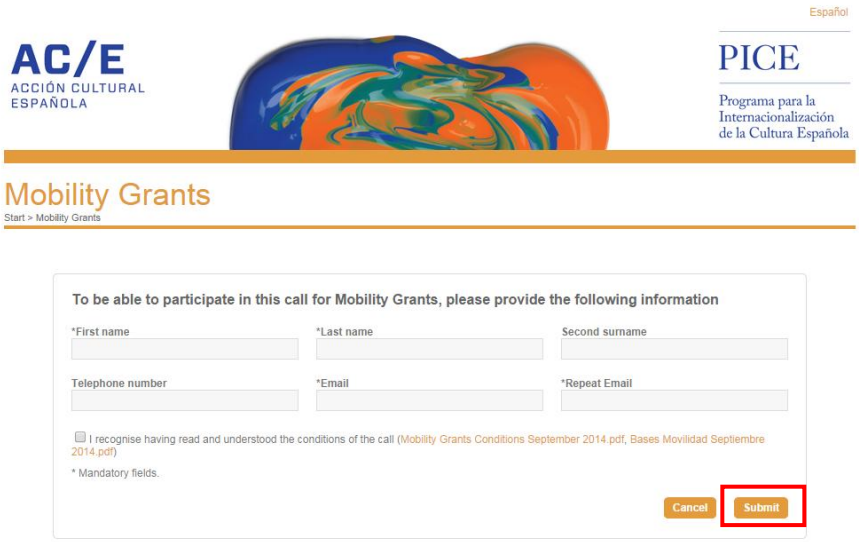
USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY AID.

1. REGISTRATION IN THE SYSTEM

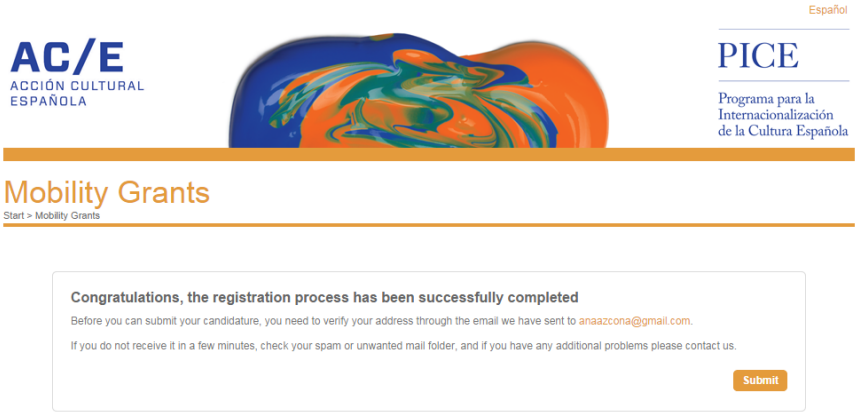
1.1. Register in the system through the link *I wish to register to participate in the call.*


Español
AC/E ACCIÓN CULTURAL ESPAÑOLA
PICE Programa para la Internacionalización de la Cultura Española
Welcome to "Ayudas a Movilidad Septiembre 2014"
Status: the call is open.
Start date of call: Sept. 4, 2014, midnight
Date of call finalisation: Oct. 3, 2014, 11:59 p.m.
Consult call conditions:
- Mobility Grants Conditions September 2014.pdf
- Bases Movilidad Septiembre 2014.pdf
I wish to register to participate in the call
Login to the programme
Email
Password
Forgot password?
Login
Keep me logged in

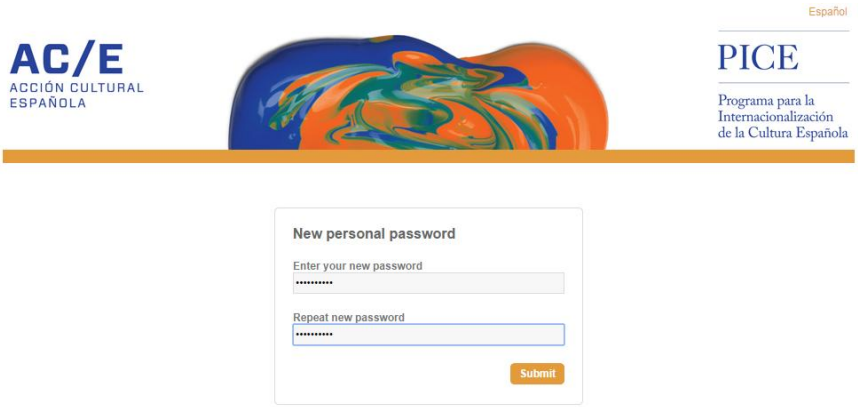
1.2. Enter your contact details. Make sure you have read and understood the conditions of the call and click on *Accept*.


Español
AC/E ACCIÓN CULTURAL ESPAÑOLA
PICE Programa para la Internacionalización de la Cultura Española
Mobility Grants
Start > Mobility Grants
To be able to participate in this call for Mobility Grants, please provide the following information
*First name
*Last name
Second surname
Telephone number
*Email
*Repeat Email
I recognise having read and understood the conditions of the call (Mobility Grants Conditions September 2014.pdf, Bases Movilidad Septiembre 2014.pdf)
* Mandatory fields.
Cancel
Submit

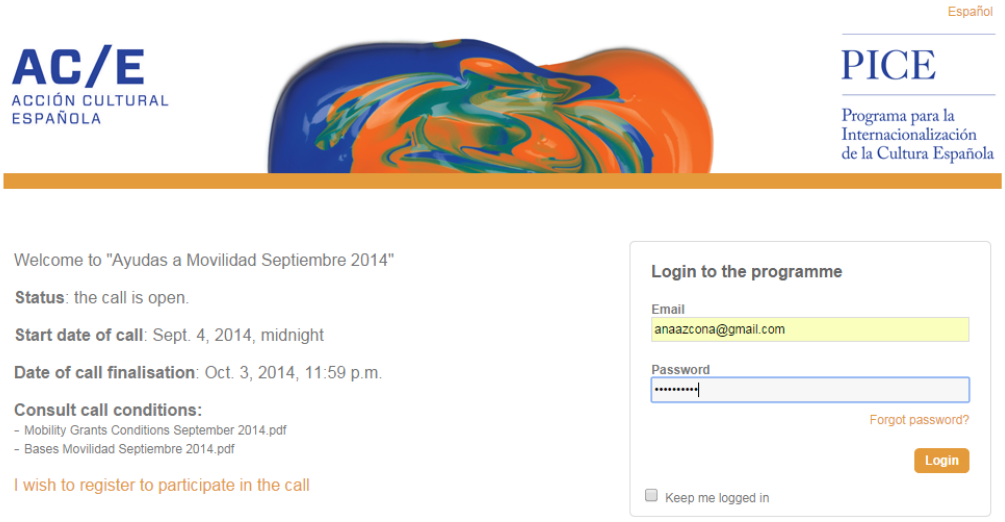
1.3. Once your contact details have been registered, you will receive an email at the indicated email address. You will need to access this email to complete your registration.


Español
AC/E ACCIÓN CULTURAL ESPAÑOLA
PICE Programa para la Internacionalización de la Cultura Española
Mobility Grants
Start > Mobility Grants
Congratulations, the registration process has been successfully completed
Before you can submit your candidature, you need to verify your address through the email we have sent to anaazcona@gmail.com.
If you do not receive it in a few minutes, check your spam or unwanted mail folder, and if you have any additional problems please contact us.
Submit

1.4. The link you have received in your email will take you to this screen, where you will be able to create a personal password that will allow you to access the system.



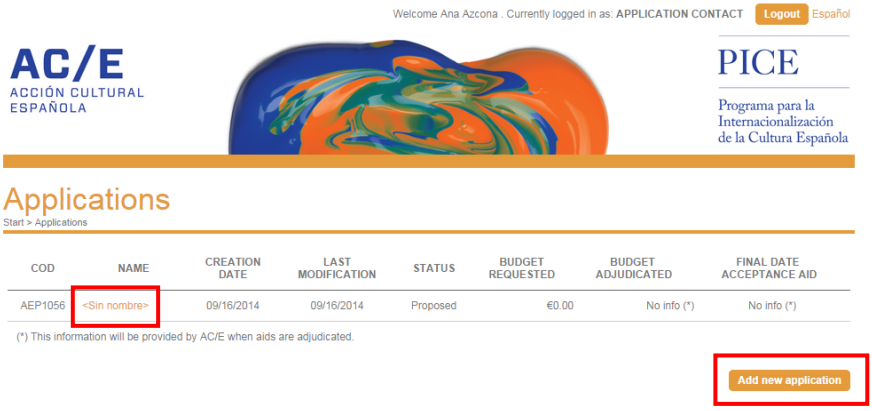
1.5. When you click on S*ubmit* you will return to the screen where you started the registration process. From here, and having completed the process, you can access the system with your new user ID and password.


Español
AC/E ACCIÓN CULTURAL ESPAÑOLA
PICE Programa para la Internacionalización de la Cultura Española
Welcome to "Ayudas a Movilidad Septiembre 2014"
Status: the call is open.
Start date of call: Sept. 4, 2014, midnight
Date of call finalisation: Oct. 3, 2014, 11:59 p.m.
Consult call conditions:
- Mobility Grants Conditions September 2014.pdf
- Bases Movilidad Septiembre 2014.pdf
I wish to register to participate in the call
Login to the programme
Email
anaazcona@gmail.com
Password
Forgot password?
Login
Keep me logged in

2. REGISTRATION OF APPLICATION

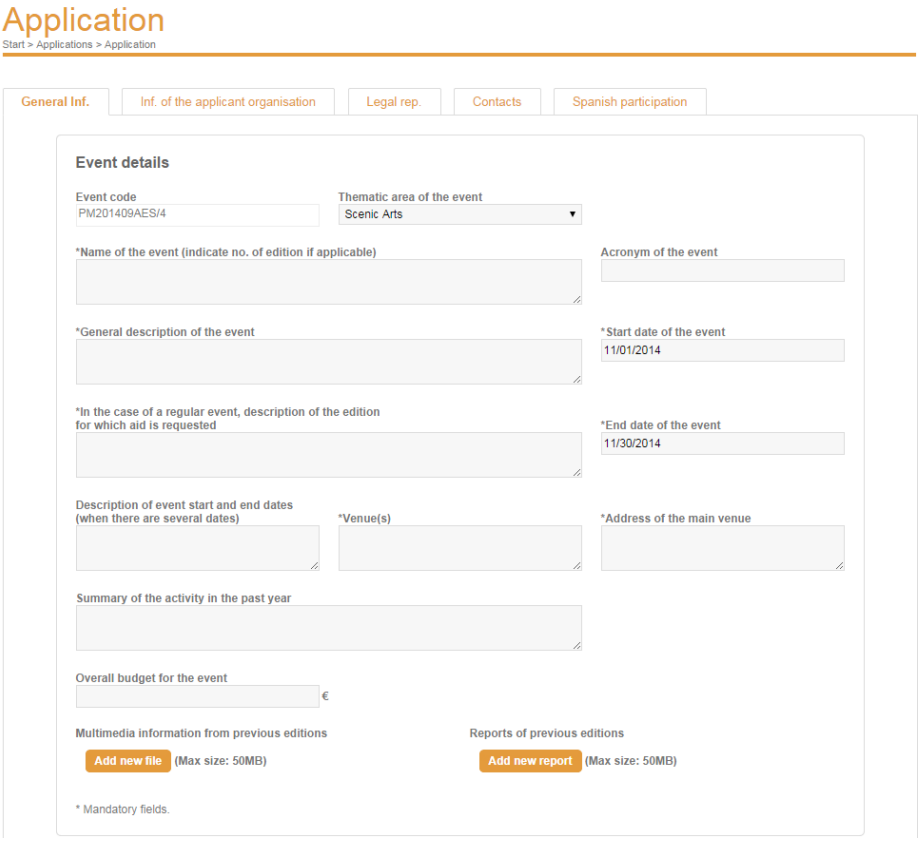
Once you have accessed the system with your user ID and password, you can begin to fill in the form. The system will have created a blank application for you by default, called <*Sin nombre*>. You can start registering from this application or by clicking on *Add new application*.

2.1. With your user ID and password you will be able to register as many applications as you wish.



2.2. The application form consists of several tabs:

2.2.1. General information on the event: here you can enter general details on the event or project included in the activity with Spanish participation for which you wish to request aid.


Application
Start > Applications > Application
General Inf.
Inf. of the applicant organisation
Legal rep.
Contacts
Spanish participation
Event details
Event code
PM201409AES/4
Thematic area of the event
Scenic Arts
*Name of the event (indicate no. of edition if applicable)
Acronym of the event
*General description of the event
*Start date of the event
11/01/2014
*In the case of a regular event, description of the edition for which aid is requested
*End date of the event
11/30/2014
Description of event start and end dates (when there are several dates)
*Venue(s)
*Address of the main venue
Summary of the activity in the past year
Overall budget for the event
€
Multimedia information from previous editions
Add new file
(Max size: 50MB)
Reports of previous editions
Add new report
(Max size: 50MB)
* Mandatory fields.

Which information do you have to register in each one of the fields?

- Event code: this field will be automatically filled in by the system.
- Thematic area of the event*: choose an option from the possible ones. Remember that each application may only be submitted for one thematic area only (Scenic Arts, Visual Arts, Films and Documentaries, Literature and Books, Music or Others)
- Name of the event (indicate no. of the edition if applicable)*: full name of the event. If this is a regular event, please indicate the edition number.

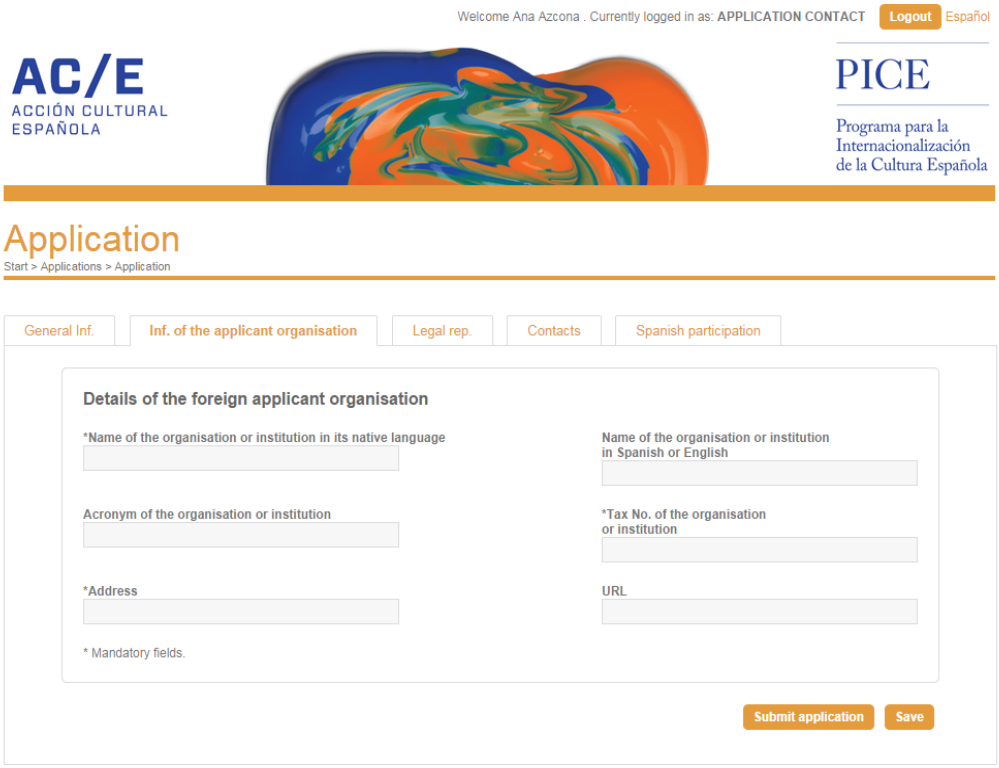
  For example: 65 Internationale Filmspiele Berlin
- Acronym of the event: if the event is also known by an acronym, register it here.

For example: FIMCE

- General description of the event*: please describe what the event consists of for which you are requesting aid.
- In the case of a regular event, description of the edition for which aid is requested *: if this is a regular event, please give us a specific description of the edition for which aid is being requested.
- Start date of the event*: the start date scheduled for the event.
- End date of the event*: date on which the event is scheduled to end.
- Description of event start and end dates: When several dates are involved, you can complete the information in this field.
- Venue(s)*: details on the venue or venues where the event will be held.
- Address of the main venue*: give us the exact address of the main venue where the event will be held.
- Summary of the activity in the past year: include a brief description of the event's last edition. This information helps us to place in context the project you are presenting and the aid you are requesting.
- Overall budget for the event: approximate budget allocated to the event. This information helps us to place in context the project you are presenting and the aid you are requesting.
- Multimedia information from previous editions: upload photographs, videos and other multimedia materials from previous editions. The maximum file size is 50 MB.
- Reports of previous editions: please provide us with information on past editions. You can attach reports on results, press kits, list of participants and guests, number of visitors, etc. The maximum file size is 50 MB. This information helps us to place in context the project you are presenting and the aid you are requesting.

* The fields marked with an asterisk (*) are mandatory fields.

2.2.2. Information on the foreign applicant organisation: some basic details on the foreign entity submitting the application are registered here.



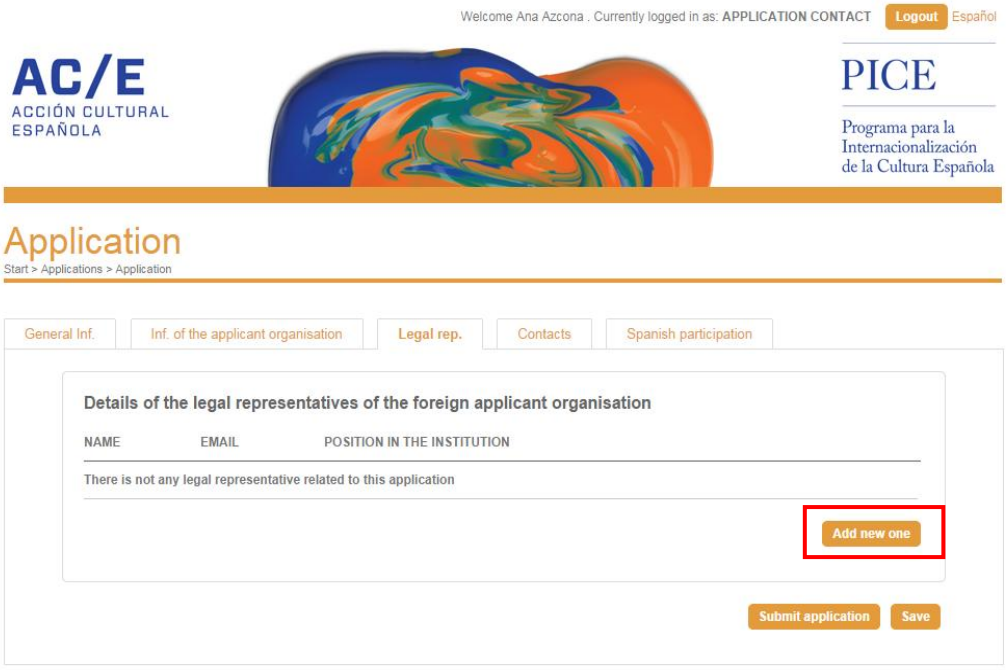
Which information should you register in each one of the fields?

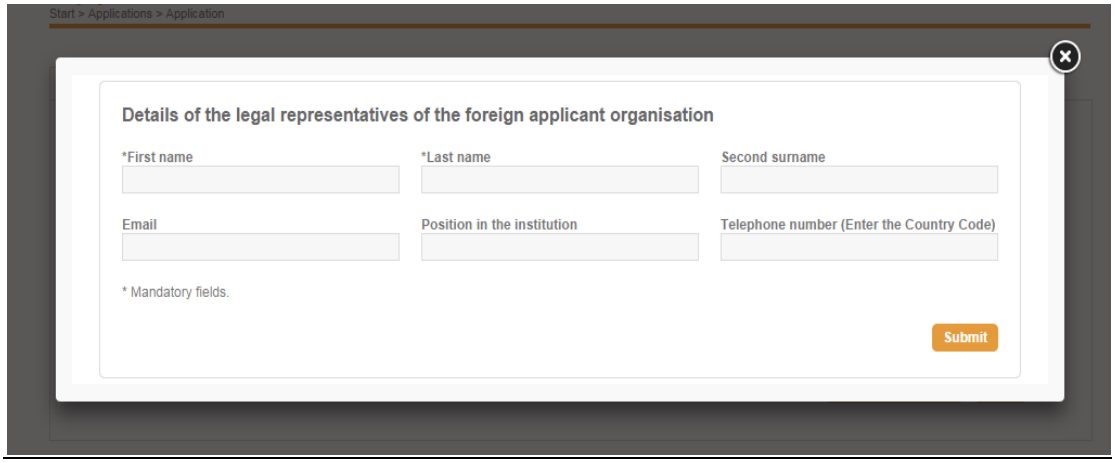
- Name of the organisation or institution in its native language*: full name of the foreign entity submitting the application, in its original language.
  Example: Internationale Filmspiele Berlin
- Name of the organisation or institution in Spanish or English: complete this field only if the name of the applicant in its original language is not in Spanish or English. If the applicant is internationally known by a denomination in Spanish or English, please register it here.
  Example: Berlinale
- Acronym of the organisation or institution: if the organistion is also known by an acronym, please register it here.
  Example: MOMA
- Tax number of the organisation or institution*: tax number of the foreign applicant.
- Address*: register the exact address of the foreign applicant.

- URL: website of the foreign applicant.

* The fields marked with an asterisk (*) are mandatory fields.

2.2.3. Details of the legal representatives of the foreign applicant organisation: click on *Add new one* to enter the details of the legal representative of the entity submitting the application.





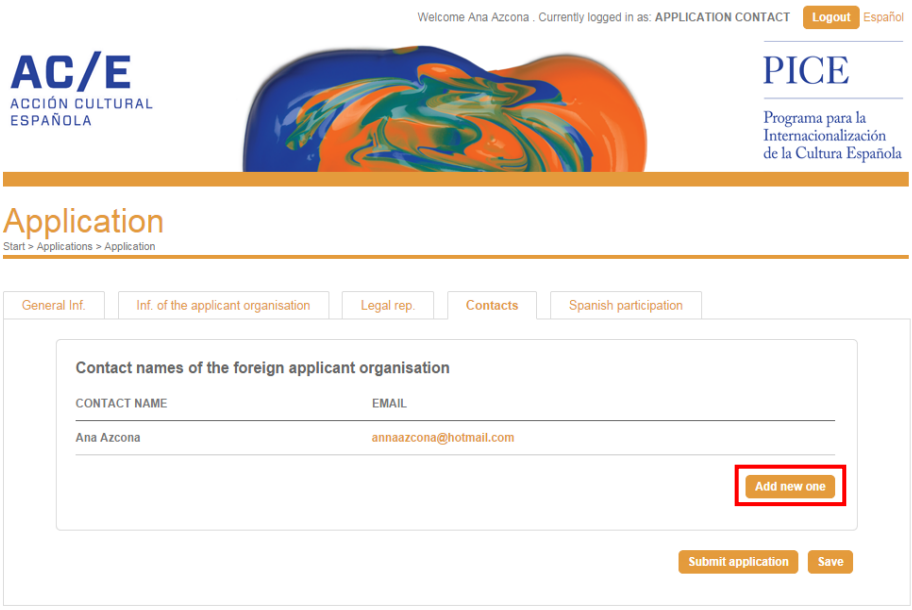
Which information should you register in each one of the fields?

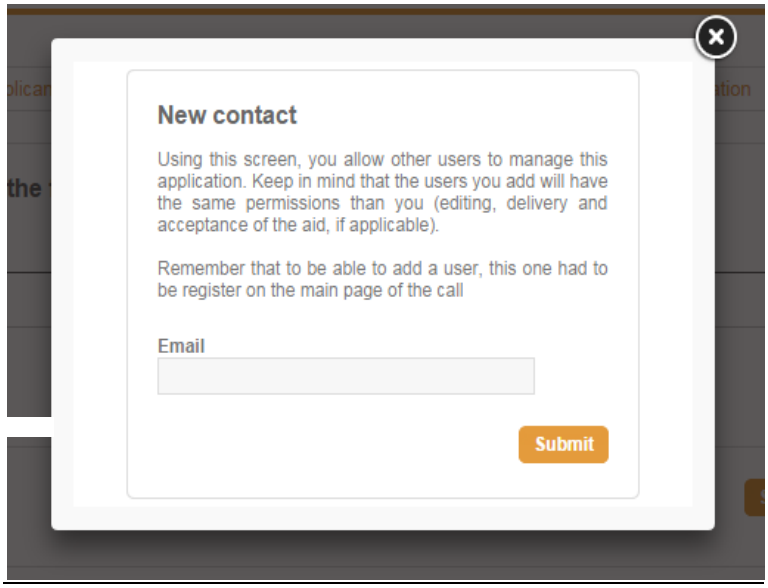
- First name*: name of the legal representative of the applicant.
- Last name*: first surname of the legal representative of the applicant.

- Second surname: second surname of the legal representative of the applicant, if applicable
- Email: contact email of the legal representative of the applicant.
- Position in the institution: position occupied by the legal representative of the applicant.
- Telephone number: contact telephone number of the legal representative of the applicant. Please, don´t forget the country code.

* The fields marked with an asterisk (*) are mandatory fields.

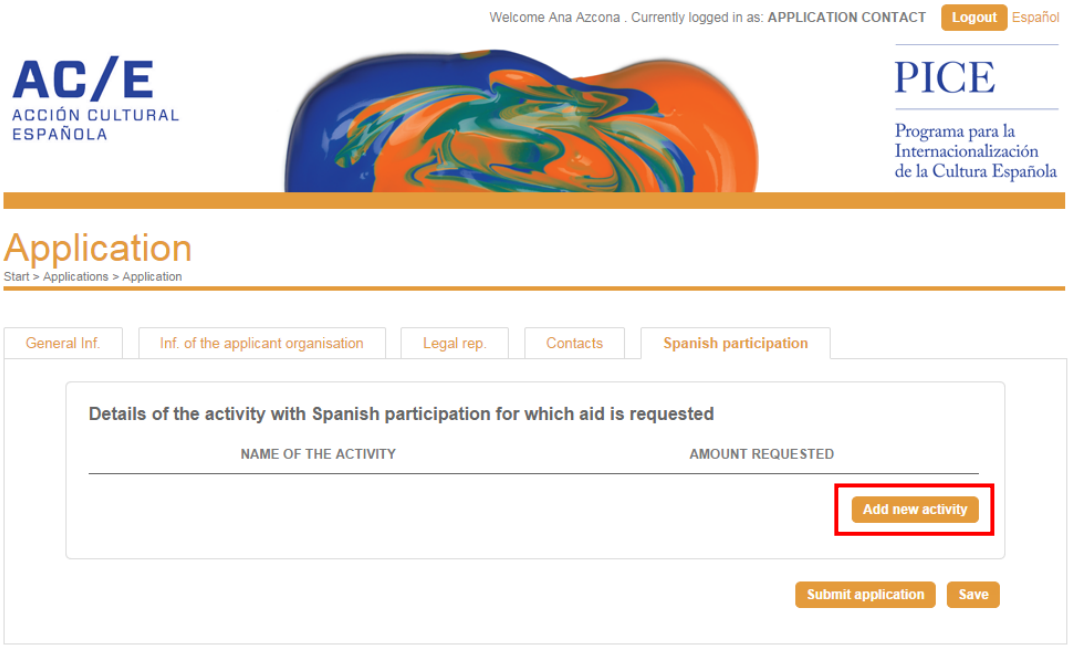
2.2.4. Contact names of the foreign applicant organisation: from this tab you will have access to the contact details of the person/s who manage the application at the applying entity. By default, the system registers as the main contact the user who, after having registered in the system, is registering the details. This contact, through the option of *Add new one*, will be able to give access to other users from the same institution to complete the ongoing application or to create new ones.

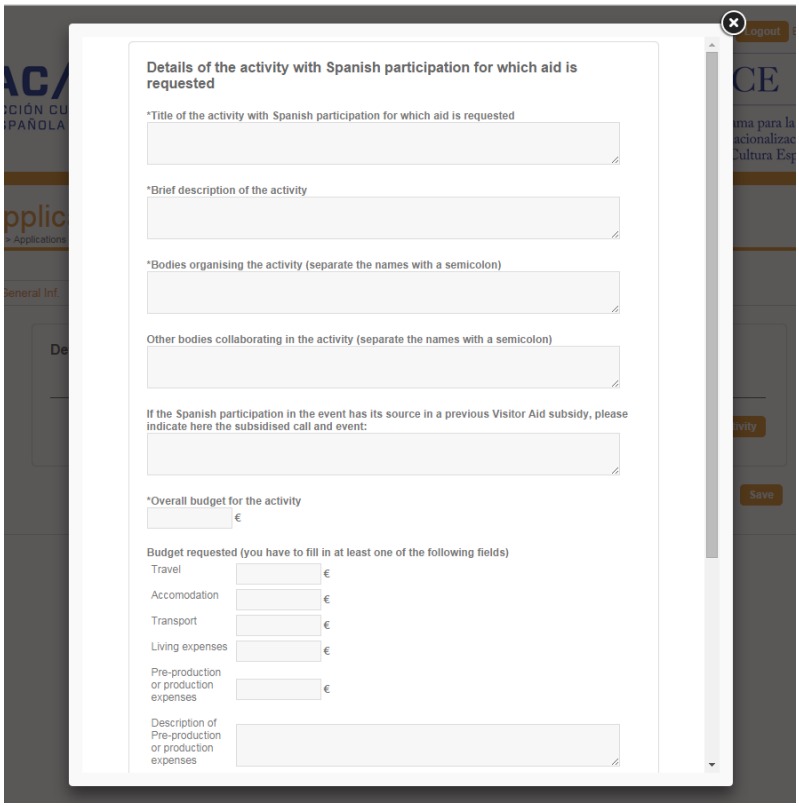



New contact
Using this screen, you allow other users to manage this application. Keep in mind that the users you add will have the same permissions than you (editing, delivery and acceptance of the aid, if applicable).
Remember that to be able to add a user, this one had to be register on the main page of the call
Email
Submit

2.2.5. Details of the activity with Spanish participation for which aid is requested: through the option of *Add new activity* you will be able to register specific details of the activity/activities that, as part of the event, will have Spanish participation and for which aid is being requested.

Although you can add as many activities as you wish, you have to keep in mind that, should aid be granted, the maximum amount assigned by AC/E may not exceed the maximum established in the call (currently 5000 euros per event).




Details of the activity with Spanish participation for which aid is requested
*Title of the activity with Spanish participation for which aid is requested
*Brief description of the activity
*Bodies organising the activity (separate the names with a semicolon)
Other bodies collaborating in the activity (separate the names with a semicolon)
If the Spanish participation in the event has its source in a previous Visitor Aid subsidy, please indicate here the subsidised call and event:
*Overall budget for the activity
€
Budget requested (you have to fill in at least one of the following fields)
Travel
Accomodation
Transport
Living expenses
Pre-production or production expenses
Description of Pre-production or production expenses

Which information should you register in each one of the fields?

- Title of the activity with Spanish participation for which aid is requested*: full name of the activity with Spanish participation for which aid is being requested.

  Should the activity consist of one or several Spanish participants in the event, you can specify *Participation of [name of participant/s].*
- Brief description of the activity*: please provide a description of the activity with Spanish participation for which aid is being requested.
- Bodies organising the activity**:* list of entities participating in this activity as organisers. Should there be more than one, please separate the names with a semicolon (;).
- Other bodies collaborating in the activity: list of entities participating in this activity as collaborators. Should there be more than one, please separate the names with a semicolon (;).
- If the Spanish participation in the event has its source in a previous Visitor Aid subsidy, please indicate here the subsidised call and event: if the request for Mobility Aid is motivated by a Visitor Aid granted by

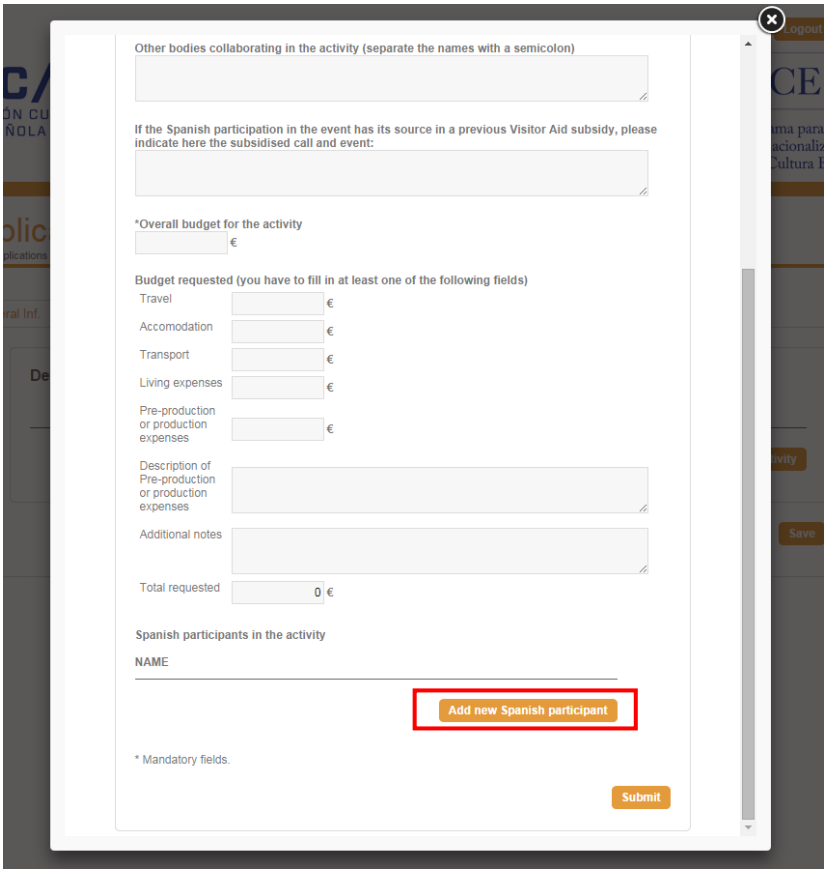
AC/E in a previous call, please indicate the previously subsidised call and event in this field.

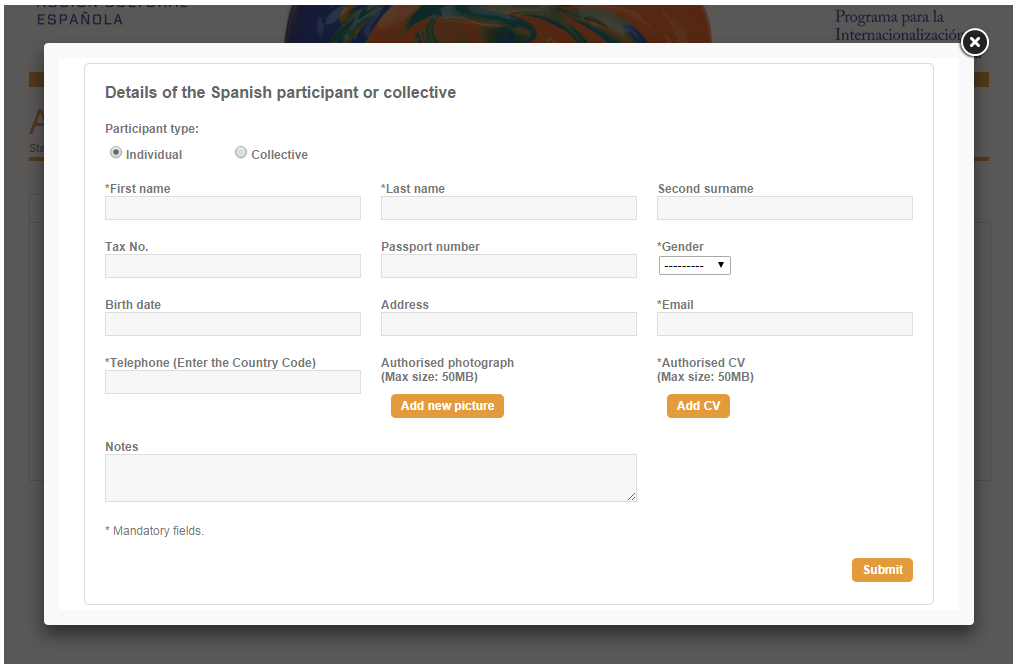
- Overall budget for the activity*: approximate budget for the activity.
- Budget requested*: please indicate the amount for which you are applying to AC/E. You can break it down into the following items: travel, accommodation, transport, living expenses and/or pre-production or production expenses. You can complete the information for this last field in Description of pre-production or production expenses.

  Try to be as extensive as possible. Keep in mind that any items not listed in the application will subsequently not be taken into account.
- Additional notes: if you wish to record additional comments on the requested budget, you can do so in this field.
- Total requested: automatic field that calculates the total requested amount. Please keep in mind that the tool will control that the total amount requested for the aid does not exceed 50% of the activity's overall budget.
- Spanish participants in the activity*: please record here the specific details of the Spanish participants (individual or collective) who will be present in the activity for which aid is being requested. You can do so through the option of *Add new Spanish participant*.

  Remember that you can register as many participants as you wish, repeating the operation for each one of them.

USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY AID.


Other bodies collaborating in the activity (separate the names with a semicolon)
If the Spanish participation in the event has its source in a previous Visitor Aid subsidy, please indicate here the subsidised call and event:
*Overall budget for the activity
€
Budget requested (you have to fill in at least one of the following fields)
Travel
Accomodation
Transport
Living expenses
Pre-production or production expenses
Description of Pre-production or production expenses
Additional notes
Total requested
0 €
Spanish participants in the activity
NAME
Add new Spanish participant
* Mandatory fields.
Submit



Which information should you register in each one of the fields?

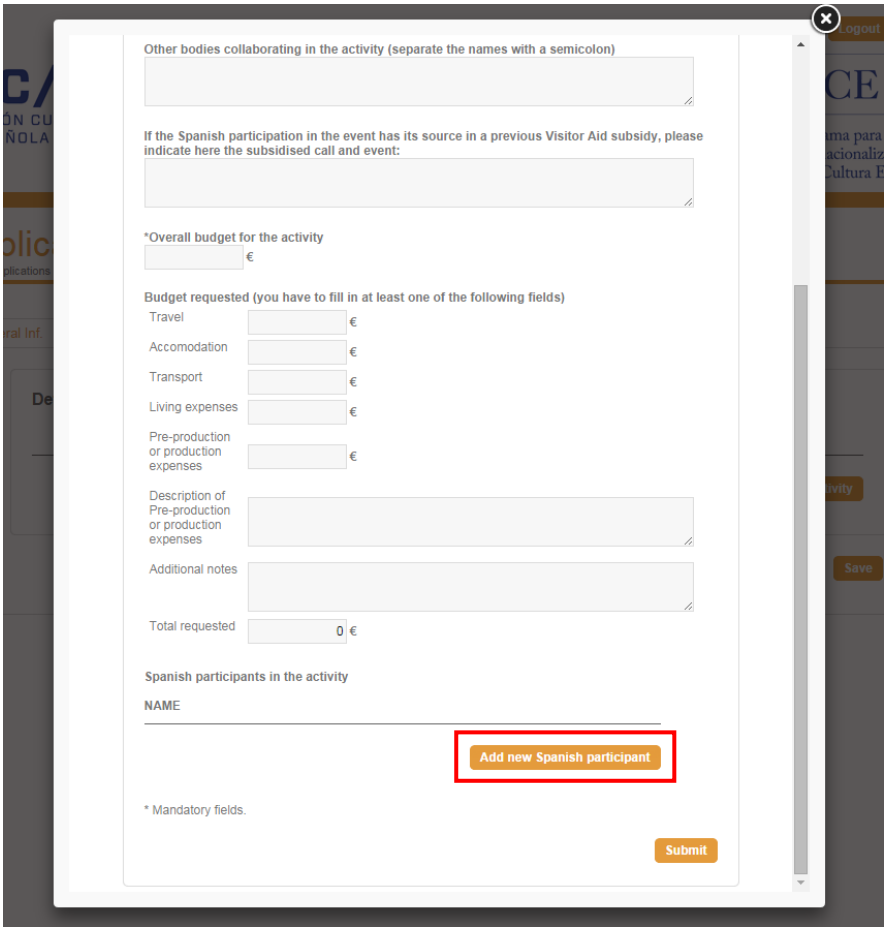
- Participant type: please indicate whether the participant is an individual or a collective.
- If it is an individual participant:
  - First name*: name of the participant
  - Last name*: the participant's first surname
  - Second surname: the participant's second surname, if applicable
  - Tax No.: the participant's tax number
  - Passport number: the participant's passport number
  - Gender*: male or female
  - Birth date: the participant's date of birth
  - Address: the participant's contact address
  - Email*: the participant's contact email address
  - Telephone*: the participant's contact telephone number. Please, don´t forget the country code.
  - Authorised photograph: photographs of the participant
  - Authorised CV*: copy of the participant's curriculum vitae
  - Notes: if you wish to record additional comments, you can do so in this field.
- If the participant is a collective:
  - Collective name*: name of the collective
  - First name*: name of the contact person within the collective
  - Last name*: first surname of the contact person within the collective
  - Second surname: second surname of the contact person within the collective, if applicable
  - Gender: male of female
  - Address: the collective's contact address
  - Email*: the collective's contact email address
  - Telephone*: the collective's contact telephone number. Please, don´t forget the country code.
  - Authorised photograph: photographs of the collective
  - Authorised CV: copy of the curriculum vitae of the members of the collective

- Notes: if you wish to record additional comments, you can do so in this field.

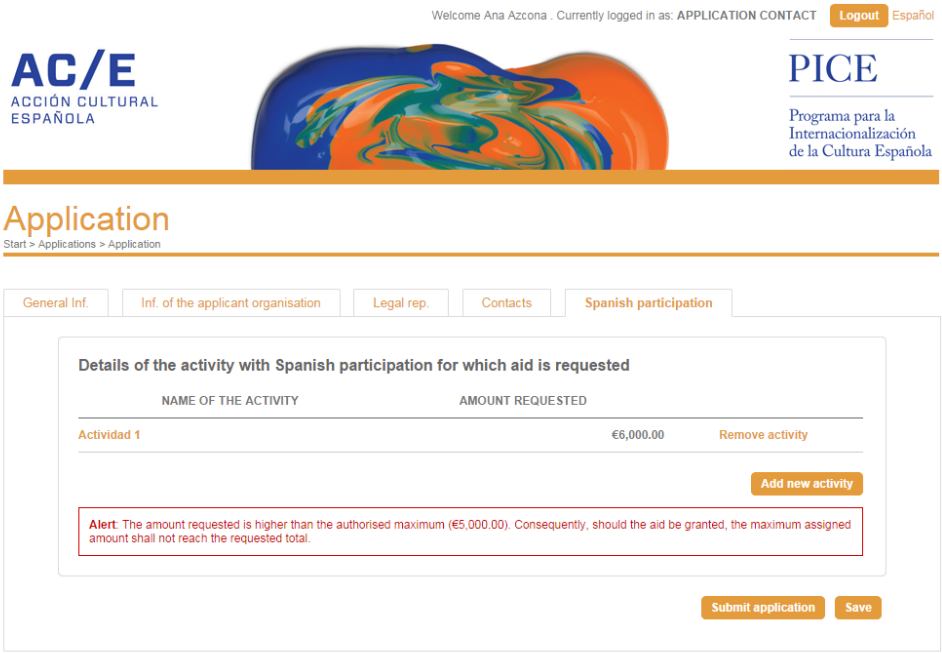
* The fields marked with an asterisk (*) are mandatory fields.

Should the requested aid be granted, remember that the information provided in the fields of “Authorised photograph” and “Authorised CV” may be used by AC/E for the purposes of promoting and disseminating the PICE Programme.

Once you have entered the information on the activity and on the Spanish participants, please click on the *Accept* button at the end of this window.

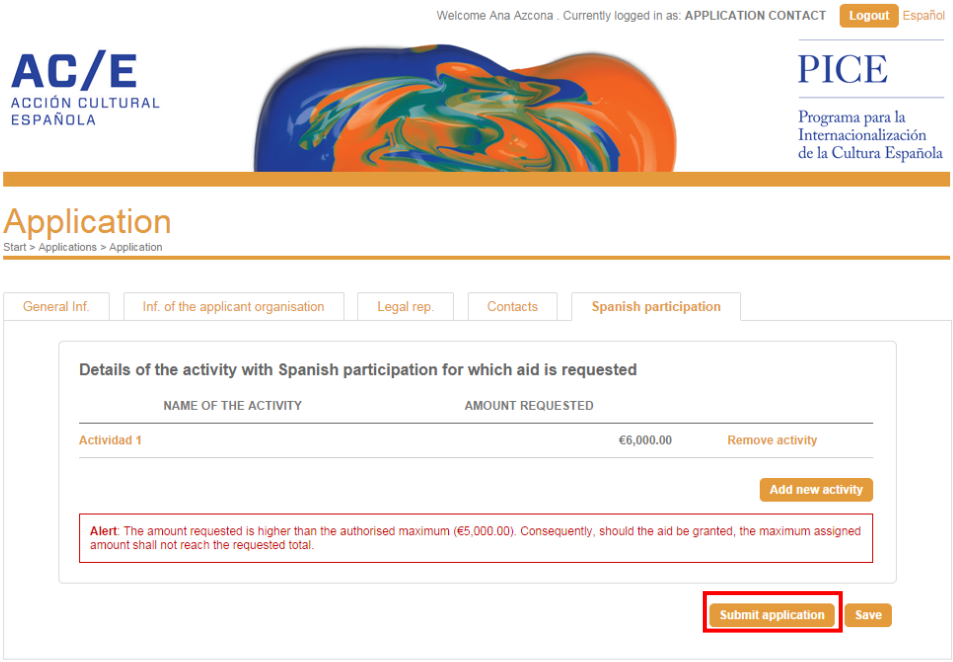

Other bodies collaborating in the activity (separate the names with a semicolon)
If the Spanish participation in the event has its source in a previous Visitor Aid subsidy, please indicate here the subsidised call and event:
*Overall budget for the activity
€
Budget requested (you have to fill in at least one of the following fields)
Travel
Accomodation
Transport
Living expenses
Pre-production or production expenses
Description of Pre-production or production expenses
Additional notes
Total requested
0 €
Spanish participants in the activity
NAME
Add new Spanish participant
* Mandatory fields.
Submit

The tool will control that the total budget requested for the aid does not exceed the maximum amount established in the call (currently 5000 euros per event). If the amount is exceeded, the system will warn you that the budget amount for all the activities applied for exceeds this amount and, should the aid be approved, the assigned amount will consequently be lower than the requested amount.

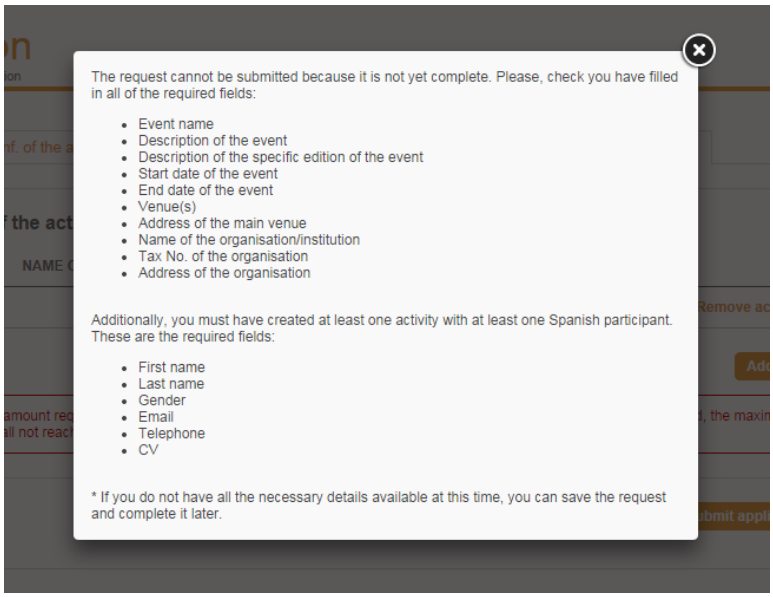

Welcome Ana Azcona . Currently logged in as: APPLICATION CONTACT
Logout
Español
AC/E
ACCIÓN CULTURAL ESPAÑOLA
PICE
Programa para la Internacionalización de la Cultura Española
Application
Start > Applications > Application
General Inf.
Inf. of the applicant organisation
Legal rep.
Contacts
Spanish participation
Details of the activity with Spanish participation for which aid is requested
NAME OF THE ACTIVITY
AMOUNT REQUESTED
Actividad 1
€6,000.00
Remove activity
Add new activity
Alert: The amount requested is higher than the authorised maximum (€5,000.00). Consequently, should the aid be granted, the maximum assigned amount shall not reach the requested total.
Submit application
Save

3. SEND REQUEST

3.1. Once all the mandatory details have been registered, you can proceed to submit the request. To do this, press on the *Send request* option available in every one of its tabs.

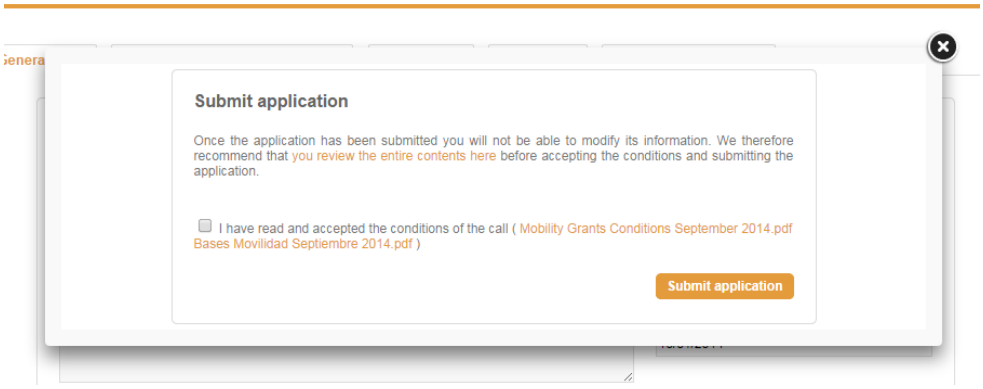

Welcome Ana Azcona . Currently logged in as: APPLICATION CONTACT
Logout
Español
AC/E ACCIÓN CULTURAL ESPAÑOLA
PICE Programa para la Internacionalización de la Cultura Española
Application
Start > Applications > Application
General Inf.
Inf. of the applicant organisation
Legal rep.
Contacts
Spanish participation
Details of the activity with Spanish participation for which aid is requested
NAME OF THE ACTIVITY
AMOUNT REQUESTED
Actividad 1
€6,000.00
Remove activity
Add new activity
Alert: The amount requested is higher than the authorised maximum (€5,000.00). Consequently, should the aid be granted, the maximum assigned amount shall not reach the requested total.
Submit application
Save

3.2. Should you not have completed any of the mandatory fields, the system will alert you through the following window:


The request cannot be submitted because it is not yet complete. Please, check you have filled in all of the required fields:
Event name
Description of the event
Description of the specific edition of the event
Start date of the event
End date of the event
Venue(s)
Address of the main venue
Name of the organisation/institution
Tax No. of the organisation
Address of the organisation
Additionally, you must have created at least one activity with at least one Spanish participant. These are the required fields:
First name
Last name
Gender
Email
Telephone
CV
* If you do not have all the necessary details available at this time, you can save the request and complete it later.

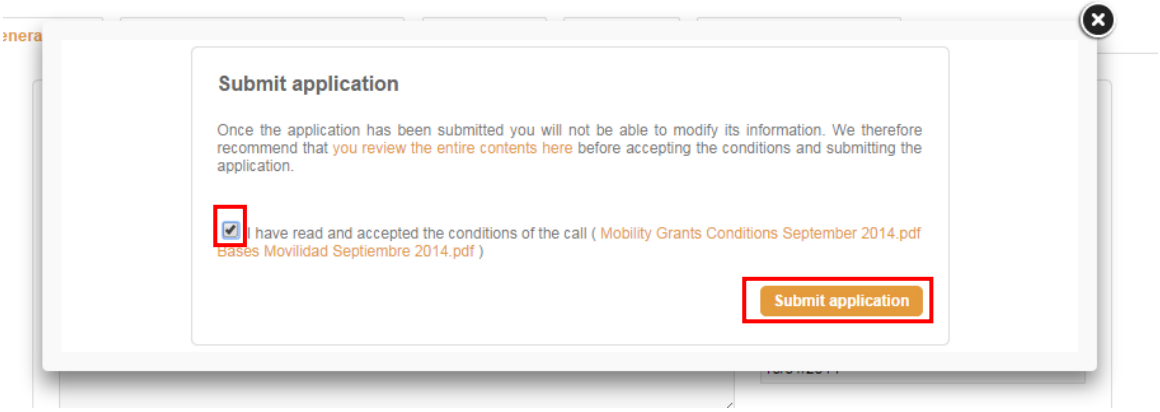
This message will inform you of all the mandatory fields and remind you of the need to create an activity with at least one Spanish participant through the *"Spanish participation"* tab.

3.3. However, if you have completed all mandatory fields, the system will alert you through the following message:


Submit application
Once the application has been submitted you will not be able to modify its information. We therefore recommend that you review the entire contents here before accepting the conditions and submitting the application.
I have read and accepted the conditions of the call (Mobility Grants Conditions September 2014.pdf Bases Movilidad Septiembre 2014.pdf)
Submit application

Remember that the information cannot be modified once the request has been sent. This is why we recommend that you review all the details to make sure they are correct.

3.4. If you consider that the information is correct and wish to submit your request, please read and accept the conditions of the call and press on *Send request.*


Submit application
Once the application has been submitted you will not be able to modify its information. We therefore recommend that you review the entire contents here before accepting the conditions and submitting the application.
I have read and accepted the conditions of the call (Mobility Grants Conditions September 2014.pdf Bases Movilidad Septiembre 2014.pdf)
Submit application

4. GLOSSARY

- ACTIVITY WITH SPANISH PARTICIPATION: A set of operations or tasks involving the participation of artists, creators or professionals who are Spanish or foreign residents in Spain, for whom the foreign applicant requested Mobility Aid.

- ADVISORY COMMITTEE: A suite of experts (two per thematic area) who evaluates the applications submitted by the foreign entities.

- BUDGET REQUESTED: Calculation of the money requested for performing the activity proposed in the application, which in no case may exceed 50% of the overall budget for the activity. Should the aid be obtained, the justification for said budget will only be accepted for the following items: travel, accommodation, transport, living expenses and/or pre-production or production expenses.

- COLLECTIVE PARTICIPANT: Two or more artists, creators or professionals who are Spanish or foreign residents in Spain and who as a group attend the event for which the foreign applicant requested Mobility Aid.

- CONTACT FOR THE COLLECTIVE: Natural person acting as the interlocutor between the collective participant and AC/E.

- CONTACT FOR THE LEGAL REPRESENTATIVE: Natural person acting as the interlocutor between the legal representative of the foreign applicant and AC/E during the application and administration of the Mobility Aid. The legal representative and the contact for the legal representative may be the same person.

- CONTACTS WITH THE FOREIGN APPLICANT ORGANISATION: Natural person acting as the interlocutor between the foreign applicant and AC/E during the application and administration of Mobility Aid.

- EVENT: Activity or suite of activities that define a specific programme to be developed over a defined period of time: staging a festival, session, series, professional encounter, etc.

- FOREIGN APPLICANT ORGANISATION: Institution, independent professional or public or private legal person headquartered outside Spain who is applying for one or

several elements of Mobility Aid for incorporating into their schedule any artists, professionals and creators who are Spanish or foreign residents in Spain.

- INDIVIDUAL PARTICIPANT: Artist, creator or professional who is Spanish or a foreign resident in Spain and who individually (and not forming part of a collective) attends the event for which the foreign applicant requested Mobility Aid.

- LEGAL REPRESENTATIVE: Natural person with sufficient powers to act on behalf of the foreign applicant.

- MOBILITY AID: Aid provided to artists and creators who are Spanish or foreign residents in Spain so that public and private foreign benchmark institutions in the different cultural areas are incentivised to schedule such artists, professionals and creators.

- OVERALL BUDGET FOR THE ACTIVITY: Advance calculation of the cost of the activity to be performed by the artists, professionals or creators for whom Mobility Aid is being requested.

- OVERALL BUDGET FOR THE EVENT: Approximate advance calculation of the cost for the event involving the participation of the artists, professionals or creators for whom Mobility Aid is being requested.

- SPANISH PARTICIPANT: Artist, creator or professional who is Spanish or a foreign resident in Spain, who will perform a specific activity during the event for which the foreign applicant requested Mobility Aid.

- THEMATIC AREA: Each one of the disciplines for which aid can be requested (scenic arts, visual arts, literature and books, films and documentaries, music, others).